



Manager's Report

For Council Meeting 6/12/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Brown-Carrera Realty LLC	10A Royal St SE	Real Estate
Carr, Shawn	240 Fort Evans Rd NE	Produce Stand
Doo Doo Happens	704 Godfrey Ct SE	Pet Waste Removal
Executive Staffing	131 A Fort Evans Rd SE	Staffing
Gatherings	775 Gateway Dr SE #1203	Event Consulting
GNC	53-D Catoctin Cr NE	Retail - vitamins
Michael Haynes Painting	203 Loudoun ST SE	Painting Contractor
Promotional Imprints	501 Deer Meadow Pl SW	Retail - gifts

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Jennifer Smith	Secretary	Planning and Zoning
Charles Stover	Construction Inspector	Utility Lines

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Lee Phillips	Chief of Current Planning	Planning and Zoning

PLANNING AND ZONING

UTILITIES

TOWN OF LEESBURG

Full-Time Positions being Recruited as of June 8, 2001

Department	Position Title	Date of Vacancy	Ad Placed	Apps Rec'd	Prelim Interview	Final Interv	Offered	Reject
Airport	1 Airfield Maint Worker I	5/9/01	✓	✓	✓	✓	✓	✓
Executive	1 Management Intern	7/1/01	✓	✓	✓	✓	✓	✓
	1 Secretary/Asst to the Clerk	7/1/01	✓	✓				
Econ Dev	1 Economic Development Director	5/7/01	✓	✓	on hold			
	1 Administrative Secretary	3/9/01	✓	✓	on hold			
Eng & PW	1 Asst Bldngs Supt	1/24/01	✓	✓				
	1 Engineer I - Spec Proj	1/24/01	✓	✓				
	1 Engineer I - Traffic	1/24/01	✓	✓	✓			
	1 Inspector Supervisor	5/22/01	✓	✓				
Finance	1 Purchasing Clerk	7/1/01	✓	✓				
Parks and Rec	1 Outdoor Facilities Superv	7/1/01	✓	✓				
	1 Secretary	7/1/01	✓	✓				
Personnel	1 Training Coordinator	7/1/01	on hold					
P&Z	1 Chief Current Planning	7/1/01	✓					
	1 Planner	7/1/01	✓	✓				
Police	3 Police Officer	7/1/01	✓	✓				
Util Lines	2 Util Maint Worker II	7/1/01	✓	✓				
Water Treatmt	2 Utility Plant Operator	4/3/01	✓	✓	✓	✓	✓	✓
Wastewater	1 Util Maint Worker II	7/1/01	✓	✓				
TOTAL	23							

R. S. Noe